

SECRET

28 APR 1964

MEMORANDUM FOR: Director of Communications
Director of Finance
✓ Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Medical Staff

SUBJECT : Annual Report to the President's Foreign Intelligence
Advisory Board

1. In the future, reports to the President's Foreign Intelligence Advisory Board will be submitted annually and will cover the preceding fiscal year. Reports for Fiscal Year 1964 should be submitted no later than 15 July 1964. Information of a broad policy or managerial nature is desired rather than elaborate details sometimes noted in previous reports.

2. This advance notice is being submitted to you in order to permit assembly of the necessary information for inclusion in the report. Additional instructions as to format and content will be forwarded when and if received from the Board's Secretary.

SIGNED

[Redacted Signature]
Special Planning Assistant to the
Deputy Director for Support

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GROUP 1
Excluded from automatic
downgrading and
declassification

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